

**From:** Microsoft Outlook  
**Location:** Administrator's Office  
**Importance:** Normal  
**Subject:** Meeting Forward Notification: Briefing re: Meeting with Roxann Laird  
**Start Date/Time:** Tue 5/2/2017 1:00:00 PM  
**End Date/Time:** Tue 5/2/2017 1:15:00 PM

## Your meeting was forwarded

Hupp, Sydney has forwarded your meeting request to additional recipients.

### Meeting

Briefing re: Meeting with Roxann Laird

### Meeting Time

Tuesday, May 2, 2017 9:00 AM-9:15 AM.

### Recipients

Gunasekara, Mandy

All times listed are in the following time zone: (UTC-05:00) Eastern Time (US & Canada)

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Sent by Microsoft Exchange Server